

## Development & Engagement Manager

### **Position Overview:**

Ohio Excels is seeking a full-time Development and Engagement Manager to coordinate development activities and organizational events. Ohio Excels is a non-profit 501(c)(3) organization that is required to raise funds from a variety of foundation and corporate sources. This new role would support the President's fundraising efforts and proactively manage the process of preparing, submitting, and reporting on grant proposals. The second major role for this position is to serve as the lead project manager for virtual and in-person events. Ohio Excels is an advocacy organization that plans and executes about a dozen events each year ranging from webinars to in-person conferences with more than 500 people in attendance. Occasional after business hours work and in-state travel is required.

### **Critical Skills & Qualifications**

- 5-7 years of experience of both grants management and events coordination
- Knowledge of fundraising information sources and, experience with proposal writing and institutional donors
- Project management experience and a portfolio of successfully managed events
- Ability to interact with executive-level business leaders, government officials, funders, and other staff with an understanding of protocol and confidentiality
- Previous experience in the nonprofit and advocacy sector
- Interest in improving early childhood, K-12, and higher education outcomes in line with Ohio Excels' mission
- Strong organization skills and the ability to prioritize and manage multiple projects at once
- Excellent verbal and written communication skills and ability to problem solve quickly
- Strong attention to detail and the highest expectations for final products
- Ability to write clear, structured, articulate, and persuasive documents and proposals
- A proactive and self-directed attitude that can operate independently and with others
- Works well under pressure with changing timelines and circumstances

### **Job Duties & Responsibilities**

- Conducting the full range of activities required to prepare, submit, and manage grant proposals and reports to foundation and corporate sources
  - Identifying funding opportunities in local, regional, or national philanthropies and businesses
  - Developing a proposal narrative and budget based on the priorities of the prospective funder and aligned with Ohio Excels' priorities
  - Managing the actual application submission process and online portals
  - Tracking the reporting requirements and timelines for all grants
  - Drafting narrative and financial updates for interim and final grant reports
  - Providing regular written updates (newsletters etc.) to corporate and foundation donors
  - Communicating with funder program officers and serving as a point of contact for their grant management teams
  - Supporting the President's fundraising efforts by developing communications materials, coordinating fundraising visits outside of Central Ohio, and conducting research as needed

- Serving as the overall project manager for virtual and in-person events
  - Working with partners to define the vision for the event, identify speakers, and create agendas
  - Managing regular planning meetings with internal and external stakeholders
  - Identifying venues and managing relationships with venue staff and other contractors
  - Developing and managing an events budget
  - Developing materials for the promotion and execution of events, including emails, social media posts, agendas, bios, event signage, etc.
  - Provides ongoing updates to Ohio Excels leadership on event progress
  - Managing high-profile speakers and guests in the lead up to the event and on the day of the event
  - Coordinating event day logistics, including volunteers and venue staff, A/V, registration, materials, run of show, other critical tasks
  - Following up with attendees to thank them for attending and solicit feedback for event evaluations
- Other duties as assigned, often changing and related to communications such as website management and social media

**Reports to:** President and Board

**Compensation:** Competitive salary commensurate with experience. Comprehensive benefits include paid time off, medical, dental, vision coverage, 401K program, life, and disability insurance.

**To Apply:** Please submit cover letter and resume by April 7, 2023, to [info@ohioexcels.org](mailto:info@ohioexcels.org).

**EEO Statement**

Ohio Excels is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, ancestry, national origin, citizenship, disability, military status, sexual orientation, or genetic information throughout the employment process, from selection through termination.

**About Ohio Excels:**

Ohio Excels is a non-partisan, non-profit organization led by leaders of Ohio's business community who are committed to helping improve educational outcomes for Ohio's students and ensuring that all Ohio schools prepare students for success in the next step of their lives, whether it is higher education, the military, or the workforce. Since its creation in 2018, Ohio Excels has quickly emerged as a leading voice at the Statehouse, bringing an informed business perspective to improve and transform Ohio's education systems.